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MEMORANDUM FOR: Assistant Director for Special Activities

SUBJECT: Approval Procedures for Appointment to Senior Positions within OSA

1. It has been my practice within this Directorate to consult with either the DDCI or the DCI before taking definitive action to appoint individuals to significant positions of responsibility within the Directorate and its several Offices. This practice has also been followed by the majority of the Assistant Directors who have consulted with me before formalizing appointments to senior positions within their own units.

2. I should like, as a matter of principle, for you, as the Assistant Director of the Office of Special Activities, to adopt this practice. I believe it is a particularly wise procedure in OSA because of your admixture of Agency careerists and detailed military personnel. As a rule of thumb, I would suggest that this procedure be followed, within your headquarters establishment, to the level of Division Chief. The procedure should be applicable at your field installations to the "Director" level, i. e., Director of Operations, Materiel, etc. Consultation between us should take place before any commitment is made to the prospective appointee. I realize that this is a more difficult procedure to follow for senior military details than for civilian careerists but I am sure you can work out a mutually acceptable system.

ALBERT D. WHEELON

Deputy Director

for

Science and Technology

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